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| International Collaboration of PeriAnaesthesia Nurses  ICPAN | Title: ICPAN Nomination and Election Policy | No. | Page 1 of 1 |
| Approved By: ICPAN Board of Directors | Last Reviewed:  Not Applicable  DRAFT 1/17/17  UPDATE: 8 March 2017 SF | |
| Effective Date: |
| Originated By:  Board of Directors, 2016 |

Purpose

To define the procedure and process to be followed for conducting an ICPAN, Inc. election.

The ICPAN President will preside over the nomination and election process.

1. Nominations
   1. A Call for Nominations will be sent out to the ICPAN Board of Directors and the GAC 2 months prior to election. The Call for Nominations will close 1 month prior to the Biennial General Meeting.
   2. Candidates wishing to stand for ICPAN Board of Director positions must be serving members of ICPAN. A current CV or resume with nomination letter must be transmitted to the President 1 month prior to the Biennial General Meeting.
   3. Eligible and qualified candidates may be proposed to the ICPAN President by
      1. Self-nomination
      2. The ICPAN BOD
   4. The ICPAN President is responsible for preparing a qualified slate of nominees for election.
   5. A qualified slate of candidates will be sent by the ICPAN President to the ICPAN BOD for review.
   6. The qualified slate of candidates will be sent to the GAC 2 weeks prior to the Biennial General Meeting.
2. Slate Composition
   1. The Board of Directors consists of the following positions at a minimum: Chair, Vice Chair, Secretary, Treasurer, Membership Secretary, ICPAN Conference Chair, Education Chair, Media and Marketing Coordinator and President.
3. Election Process
   1. Elections will take place prior to the ICPAN Biennial General Meeting held in conjunction with the ICPAN Conference.
   2. The ICPAN President will submit a slate of nominees eligible for office to the GAC members and BOD members 2 weeks prior to the ICPAN Biennial General Meeting.
   3. The ICPAN BOD and GAC members will vote 1 week prior to the Biennial General Meeting. Ballots will be distributed electronically from the President via a quantitative web based survey system with 1 vote per eligible voter to be cast for each board position.
   4. Each BOD and GAC member will submit his/her ballot to the ICPAN President no later than the set deadline. The President will obtain the survey results and inform the ICPAN Chair of election results.
   5. The ICPAN Secretary will provide assistance to the ICPAN President throughout the election process and document the new board members by position in the organizational record.
   6. Election results will be presented by the ICPAN President at the ICPAN Biennial General Meeting (BGM).
4. Voting Procedures
   1. Voting will be done by secure web based ballot
   2. The ICPAN President will distribute and electronic ballot to each GAC and BOD member.
   3. Each ICPAN GAC and BOD member will have one vote.
   4. There is no voting by proxy.
   5. Majority vote is used for all election purposes. In the event of a tie the President will vote.
   6. Ballots will be counted by the ICPAN President with results reviewed by the ICPAN Secretary.
   7. A motion to destroy the election ballot report will be made at the BGM.
5. Installation of New Board
   1. The newly elected BOD will be installed at the BGM.
   2. Outgoing officers will meet with incoming officers for a transition / handoff of roles, responsibilities and duties. This meeting may occur after the BGM during the conference timeframe, or electronically if the outgoing or newly elected member is not present. A face-to-face / virtual meeting transition must occur within 1 month of the election.